

20 MAR 2000

SUBJECT GROUP 11200-11299 TRANSPORTATION FACILITIES, HEAVY EQUIPMENT

SUBGROUP 11240 - AUTOMOTIVE

11240.1 Identification, Marking, and Painting of Navy-owned Motor Vehicles

a. Information. Various interpretations of current instructions regulating the proper identification and markings for Navy-owned automotive vehicles assigned to operating forces and activities in the shore establishment have resulted in a display of nonstandard identification media and proper markings on administrative vehicles. Permanent concealment of vehicle registration numbers on automotive vehicles, other than those specifically exempt as covered in DOD instruction 4500.36-R further aggravates an undesirable situation.

b. Specific Instructions. Paragraph 11-3 of DOD Instruction 4500.36-R specifies the arrangement of identification markings to include:

- (1) DOD component identification
- (2) The registration number
- (3) The legend, "FOR OFFICIAL USE ONLY".

Vehicles exempt from the above identification markings are those used for the purposes and by the officials listed in paragraph 11-4 of DOD Instruction 4500.36-R.

c. Responsibility. Activities assigning, operating, or maintaining Navy-owned administrative use vehicles are directed to comply with these provisions for marking and identifying Navy-owned vehicles under their cognizance.

11240.2 Preventive Maintenance of Transportation Equipment. This paragraph outlines procedures for all naval activities and commanding officers of ships, regarding preventive maintenance of transportation equipment under the cognizance of PWC Norfolk.

a. Inspection Record. A Preventive Maintenance Windshield Sticker will be affixed to each vehicle by PWC Norfolk indicating USN number of "equipment due for inspection by" date. It is the responsibility of the leasing/renting activity/command to return the vehicle to PWC Norfolk Transportation on or before the month indicated on the sticker. Failure to return the vehicle by the due date will result in deactivation of fuel access device and the renting/leasing activity will be charged for all charges incurred by PWC Norfolk in the recovery of the vehicle.

b. Requirements

20 MAR 2000

(1) Activities operating PWC Norfolk automotive equipment will deliver the vehicle to the appropriate Transportation Shop for scheduled inspection on the date shown on the Preventive Maintenance Sticker. Under no circumstances will a vehicle be operated past the month indicated on the Preventive Maintenance Sticker. Activities requesting vehicle inspections without prior appointments will be worked on a first come, first served basis following all scheduled appointments. Appointments will be accepted 45 days prior to expiration date of the inspection sticker.

(2) Activities operating construction and allied equipment of PWC Norfolk will be responsible for delivering the equipment due for inspection to the appropriate Transportation Shop on the date requested.

(3) Experience and safety practices have indicated that it is impractical to transport certain types of materials handling, construction and allied equipment over the highway under its own power, such as crane, crawler, tractor crawler, etc. When an activity is in possession of a unit of equipment of the above nature and the equipment is due for preventive maintenance, transportation assistance may be obtained by contacting the Production Control Branch, Transportation Department, PWC Norfolk.

(4) When a unit of automotive equipment is due for preventive maintenance and the due date conflicts with a scheduled assignment, activities holding other vehicle rentals will plan to use one of the units during the PM period where feasible, thus increasing the use of standards of other assignments. If only one unit of equipment is held by the activity, a replacement unit may be obtained on a first come, first served basis by contacting the Production Control Branch. This pool is intended to provide assistance to those activities requiring an emergency replacement and it should not be interpreted to mean that a replacement vehicle will be made available for all equipment requiring maintenance service. On all replacement vehicles issued for vehicles out of service less than three days, an additional charge will be made for the type of replacement issued. However, the rental for all assigned vehicles stops at the time they are turned over to PWC Norfolk for repairs.

(5) Activities using equipment may have experienced deficiencies subsequent to a preventive maintenance inspection, which existed prior to the inspection. These types of deficiencies normally are not discovered during the regular inspection unless they are obvious, since personnel of PWC Norfolk inspect equipment for safety and service ability as required by NAVFACENGCOM P-300 and P-307. Operators of equipment shall assist PWC Norfolk by noting the deficiencies when delivering equipment for maintenance services. When deficiencies are called to the attention of PWC Norfolk, such

20 MAR 2000

deficiencies will be noted on the Equipment Shop Repair Order for special attention of the inspectors.

(6) It is required that all transportation equipment be made available to the appropriate maintenance shop on the date requested.

(7) Vehicles with outdated preventive maintenance stickers will have their fuel access devices invalidated.

11240.3 Submission of Vehicle Usage Data Report. Activities renting PWC Norfolk automotive equipment will provide the odometer reading to Code 710, Transportation Department, PWC Norfolk, Building LP-20, by the 25th of the month.

11240.4 Marking and Equipping of School Buses (Navy)

a. All Navy buses used for the purpose of transporting school children will, in addition to required standard equipment, be marked and equipped as follows:

(1) Two standard sealed beam red flashing lights of 7" diameter (minimum) mounted front and rear. The front flashing light shall be mounted on the left front fender or below the windshield on the left side of the bus. The rear flashing light shall be mounted on the left quarter panel 16"-18" from the outside corner to the center line of the light and below the rear glass.

(2) The Emergency door shall be identified both interior and exterior with 2" black letters reading "Emergency Door." The exterior identification shall be placed below the glass for a side emergency door and above the glass for rear emergency door.

(3) Front and rear signs shall be in place designating the equipment as a school bus. Both signals shall read "STOP" on the one line with the wording "SCHOOL BUS" directly below it. All letters shall be of 6" size, black on yellow reflective sheeting background. The front sign shall be mounted above the windshield. The rear sign shall be mounted under the back glass.

b. Action Required of Motorists. Persons operating motor vehicles are required to stop whenever they approach a school bus which is taking on or discharging school children whether going in the same or opposite direction, and shall remain stopped until all school children are clear of the roadway. Persons who fail to comply with this regulation are deemed guilty of reckless driving and subject to action as prescribed in COMNAVBASENORVA/SOPA (ADMIN) HAMPINST 5560.10 series. (Procedures for Disposition of Traffic Violations).